

Minutes of Meeting  
Dagsboro Planning & Zoning Commission  
Bethel Center-28307 Clayton Street  
March 16, 2016

Call Meeting to Order: The regular meeting of the Dagsboro Planning & Zoning Commission was called to order at 6:03 p.m. by Chairman Scott Crater. Those in attendance were Chairman Scott Crater, Commissioner Jim Thompson, Commissioner Earl Savage, Vice Chair Brad Connor, Town Planner Kyle Gulbranson, and Stacey Long, Town Administrator. There were no audience members and Commissioner Cathy Flowers was absent.

Approval of Agenda: Motion to accept the agenda was made by Brad Connor, Vice Chair and was seconded by Jim Thompson, Commissioner. Motion carried. All were in favor.

Approval of Minutes: November 9, 2015 minutes. Jim Thompson stated that when the discussion ensued with Baker about hours of operations, days of operation, where he could or could not operate his business, how many vehicles, etc., he was under the understanding that was going to be in the recommendation to Council but that was not the case. Motion to approve the minutes by Jim Thompson. Seconded by Scott Carter. All were in favor. Motion carried.

New Business: Consideration of amending the Municipal Code for the Town of Dagsboro to adopt conditional use and classification in the following districts: HC, C, TC, LI.

Jim Thompson asked a question about the ordinance language to adopt a procedure to review and regulate conditional uses, he did not see the procedure in the draft ordinance

Answer by Kyle Gulbranson: It's on the 3<sup>rd</sup> page under C. The Conditional Use Application has to follow the Site plan approval procedure under section 7. Every conditional use will go straight to Planning and Zoning first and won't be seen by Town Council until it has a Planning and Zoning recommendation.

Change of use reviews will be sent to the Planning Commission, unless it is an administrative change of use, which will be handled in house. Question by Jim: In the procedure in paragraph C Section 7 it refers to the Code Enforcement Officer? Who is that?

Stacey Long is the Code Enforcement Official.

Motion made by Brad Connor to forward to Council as written and seconded by Earl Savage. All in Favor. Motion Carried.

Old Business: No Old Business

Does any other towns have a spot for a public comment during these meetings? Could we put a public comment section?

Stacey stated that there is new legislation that has been proposed that will be a requirement at every board meeting to have a public comment section if passed.

Answer: After discussion it was agreed to be at the end of the meeting.

Question by Scott: Can we schedule more than 3 meetings a year? Regular monthly meetings?

Answer Stacey: There is a limited number of things that this committee is charged with reviewing. The Planning Commission has its own specific chapter within the code and lists the items that go before the Planning Commission in addition to anything that the Town Council refers to you.

Question Can we have informal meetings?

Answer: No, Any time more than 2 Committee members or Council members meet and discuss town business, it is considered a quorum and has to be formally posted with an agenda.

Question: Can we post that we are having a meeting?

Answer: Yes but you have to have an agenda posted at least 7 days in advance.

Question: Can they just meet to discuss anything?

Answer: If it was worded under new business "general discussion on planning issues."

Mr. Savage asked: Is there anything that would be allowable where we could have an executive session?

Answer: Not for Planning Commission. Town Council can for personnel, acquisition of property, and legal issues.

One of the items on a future agenda should be discussion of outside storage.

Issues of outdoor storage and how to enforce it were brought up. Code Enforcement Officer is working on this matter.

It is agreed that there will be a monthly meeting to discuss issues on the 2<sup>nd</sup> Wednesday of every month

Motion to adjourn was made by Earl Savage and was seconded by Brad Connor. All were in favor.

Meeting adjourned 6:38 pm.

Respectfully Submitted,

Amelia KW Ronco, Town Clerk